

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF THE PARDON ATTORNEY
ONE VOLUNTEER/WORK-STUDY LEGAL INTERN POSITION**

The mission of the Office of the Pardon Attorney is to advise the President on the exercise of his power to grant clemency for offenses against the United States. The Office processes petitions for all forms of clemency, including pardon, commutation of sentence, and remission of fine, by conducting the necessary investigation on each petition and preparing a report and recommendation to the President for the signature of the Deputy Attorney General. The Office also prepares documents necessary to implement the President's decisions, such as clemency warrants and notices of denial.

POSITION Washington, D.C.
LOCATION(S):

QUALIFICATIONS: First-year (second-semester), second- and third-year law students.

DATE POSITION(S) Fall Semester (September - December)
AVAILABLE: Spring Semester (January - May)

ASSIGNMENTS: The legal intern will prepare drafts of the Department's reports to the White House in pardon and commutation cases; prepare legal memoranda; conduct legal and historical research; and undertake special projects as assigned by Office attorneys. As needed, the legal intern will assist the Office's attorneys in other case-processing tasks and in responding to inquiries from Congress and members of the public. Given the high clemency case load, the Office expects interns to be able to quickly grasp issues and to understand complex fact situations, and to write clearly and concisely.

SALARY: Volunteer (without compensation) or work-study credit only.

APPLICATION PROCEDURES: If you are interested in this position, have a solid academic record and excellent legal research and writing skills, please submit a resume, writing sample, and law school transcript (official or unofficial) to:

U.S. Department of Justice
Office of the Pardon Attorney
500 First Street, N.W., Suite 400
Washington, D.C. 20530
Attn: Bill Dziwura
Telephone: (202) 616-6070
Fax: (202) 616-6069

APPLICATION DEADLINE: Open until filled but no later than September 14, 2003 for Fall positions. Spring positions typically filled by mid-January.

WEB SITE: www.usdoj.gov/pardon/

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.